



EXCELLENCE IS GIVEN AND EXCELLENCE IS EXPECTED

## **JOB DESCRIPTION – PA to Head Teacher**

Grade: 5-6

Responsible To: Head Teacher

### ***Purpose of Job:***

- To provide a confidential and personal service to the Head Teacher.
- To act as personal assistant and provide an administrative service to the Head Teacher.
- To be a prime point of reference for pupils and parents if they require information or have a concern, in the absence of the Head Teacher or Deputy Head Teacher.
- To assist in the admissions process through to enrolment, liaising effectively with all parties involved in admissions and addressing enquiries
- To liaise with other school staff, Governors (including Clerk to Governors) and others outside the school, particularly parents, professional associations and the local community, in a highly professional manner and representing the high standards of the organisation.
- To monitor and review any changes in Safeguarding legislation and/or local authority guidance. Update school policies and procedures and communicate to staff as appropriate.

### ***Principal accountabilities:***

- Undertake a diverse range of secretarial and administrative duties for the Head teacher and other staff, acting as personal assistant to the Head teacher keeping the diary, making arrangements and carrying out general office duties in order to free the Headteacher and other staff to concentrate on curricular issues and to ensure well presented and accurate correspondence, reports and other documentation.
- Use Schoolcomms system to communicate via email and text with parents.
- Import and export data from S2S and Perspective website.
- Collate and monitor admissions, including new intake of pupils, communicate with prospective parents and liaise with staff.
- Liaise with Local Authority in relation to pupils leaving the school and complete paperwork as needed.
- Assist School Business Manager with recruitment and personnel matters including job adverts, requesting references, pre-employment checks etc.
- Checking of emails and correspondence and handle as appropriate liaising with Head Teacher as necessary.
- Monitor weekly heads correspondence from local authority actioning and circulating as necessary.
- Effective use of SIMS system to maintain pupil records and staff records; writing reports as needed.
- Collating information for and preparing regular newsletters to parents.
- Preparation of governors meeting papers for Head Teacher.
- In liaison with Clerk to Governors, keep up to date with policy review schedule. Assist in reviewing policies in line with latest local authority models and any updated guidance.

- Hold half termly safeguarding review meetings with Business Manager in order to keep up to date with any changes in safeguarding legislation and new guidance from the local authority. Implement any necessary changes to procedures and disseminate to staff as needed.
- Take and produce minutes of meetings as requested by the Head Teacher.
- Assist Head Teacher and Deputy Head Teacher with academic year diary planning and assembly rotas.
- Organise events and activities for the school as needed eg 'Moving On' day, Open Mornings, New Parents Induction evenings, school assemblies and celebrations at local Church e
- Organise production, printing, collating and despatch of annual pupil reports.
- Complete and submit on line applications for DBS for new staff, governors, volunteers etc
- Complete and submit paperwork in relation to pupil exclusions.

***Personal qualities:***

- Always maintain confidentiality
- Good interpersonal skills; the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations, as well as make people feel positive and included.
- The capacity to remain calm and to cope with the unexpected.
- Excellent time keeping record.
- Committed and enthusiastic.
- Confident, positive and flexible attitude.
- Positive mindset.
- Willingness to learn and to deliver excellent service.
- Love of working in an environment that is centred on children.

***Essential skills & knowledge:***

- Highly effective written and verbal communication skills – ability to compose letters accurately.
- Ability to work on own initiative and make decisions.
- Ability to work as a member of a collaborative team.
- Excellent organisational and planning skills.
- Ability to relate to all personnel and children within the school environment.
- Ability to approach all confidential matters with discretion, sensitivity and diplomacy, preserving the integrity of school information and complying with the requirements of the Data Protection Act.
- Knowledge and experience of whole school procedures, organisation and structure.

***Desirable experience:***

- Previous experience working in a school environment within administration, or in a working environment as a Personal Assistant.

***Qualifications:***

- The successful candidate is likely to be educated to at least GCSE level, or equivalent, particularly in English and Mathematics.
- Secretarial skills qualifications would be beneficial
- Full computer literacy – Microsoft Word, Excel, Publisher, Powerpoint, Outlook, Internet, Google docs.